CENTRAL BOARD OF SECONDARY EDUCATION
Committed to Equity and Excellence in Education

Azadi Ka Amrit Mahotsav

CENTRAL BOARD OF SECONDARY EDUCATION

CWSN MANAGEMENT SYSTEM

USER MANUAL

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OVERVIEW

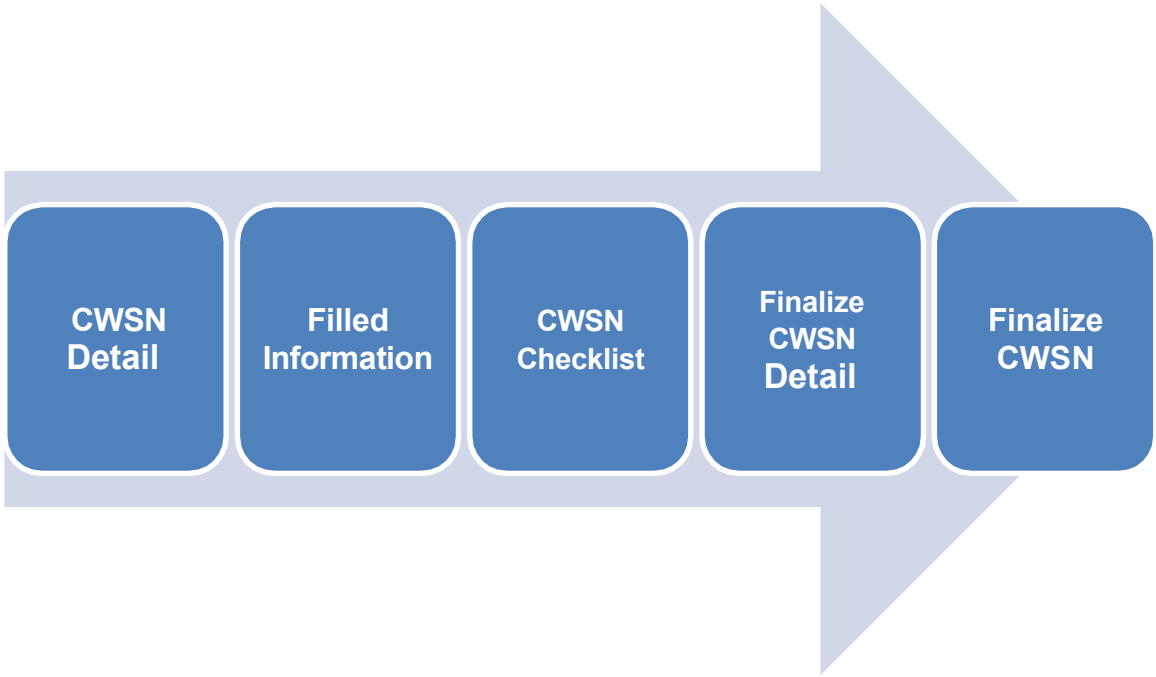
The Central Board of Secondary Education (CBSE) being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act - 2016.

It has been observed that neither the schools nor the students are fully aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations.

It has therefore, been decided made the portal for CWSN Management System to update and compile all exemptions/concessions so that schools are aware about the same.

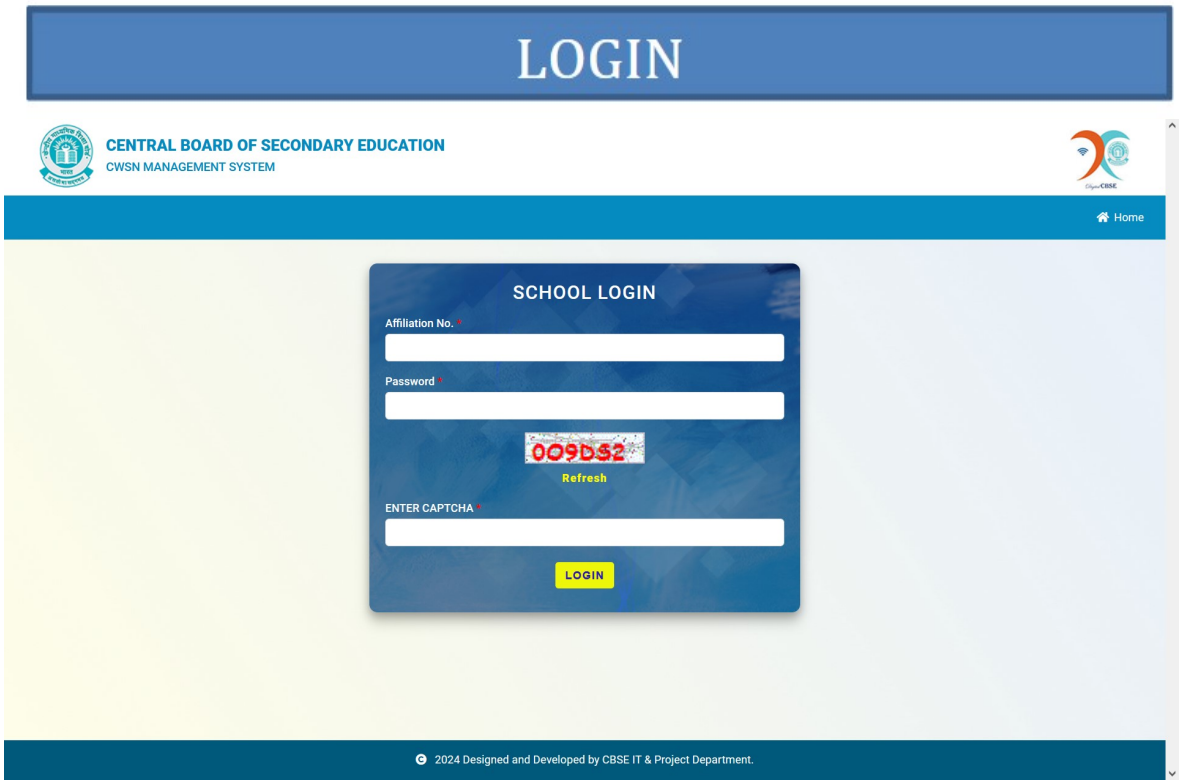
In addition to extra time, scribe or reader, computer or laptop (without internet) we had also allowed use of basic calculators for candidates registered under CWSN category.

WORKFLOW

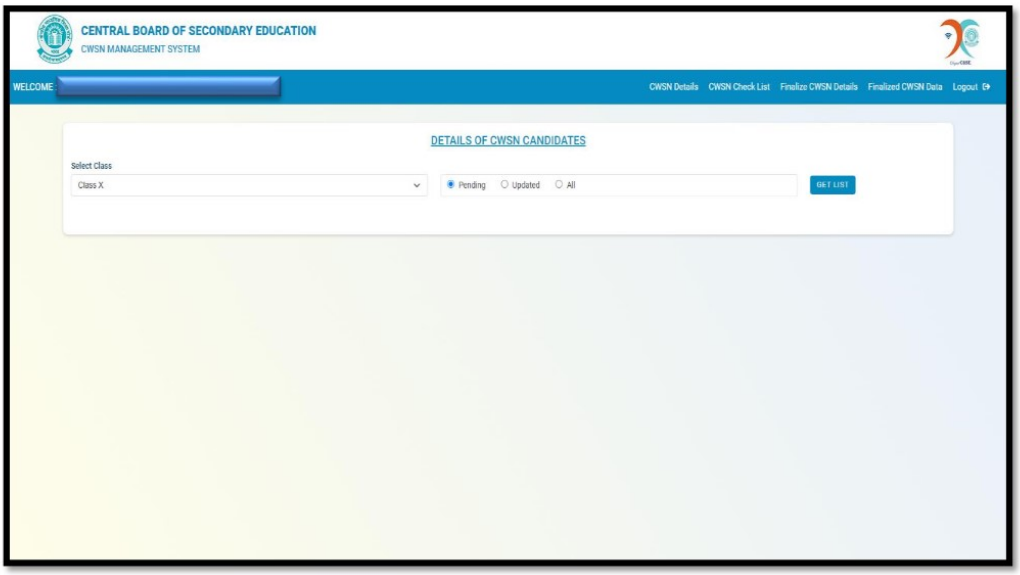


Steps to operate CWSN MANAGEMENT Portal for updating the facilities offered to CWSN candidates :-

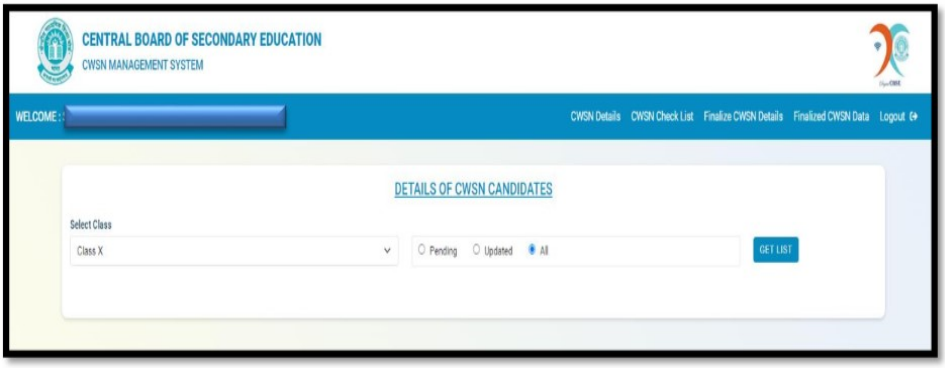
1. School have to login by using LOC User-Id and password, and then type the captcha given on the screen and submit.



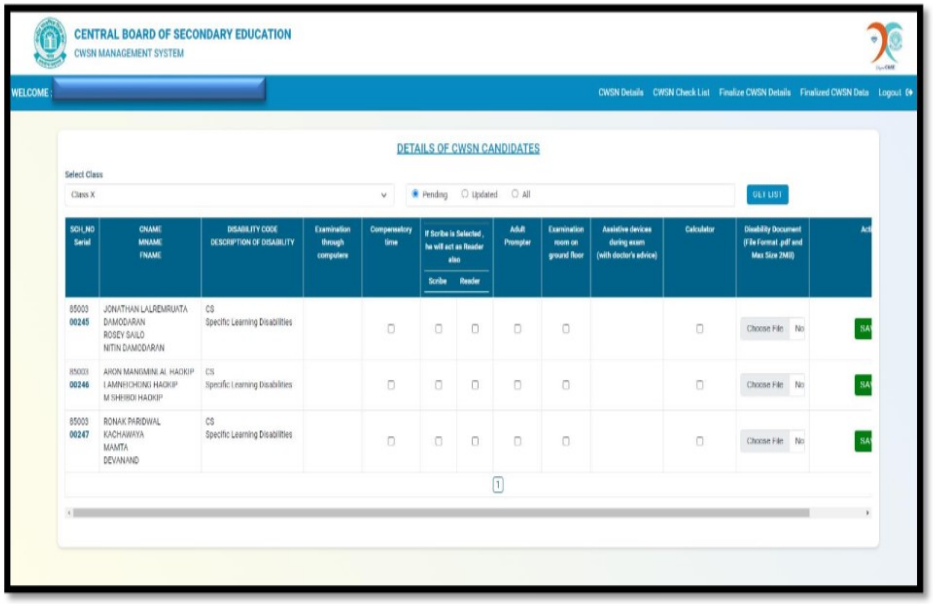
2. After Login into the CWSN management system, the school needs to choose the facilities available for different categories of CWSN candidates. On home page, firstly School has to click on **CWSN details tab.** After Choosing the **Class (X/XII)**, clicking any one option from **Pending / Updated / All.**



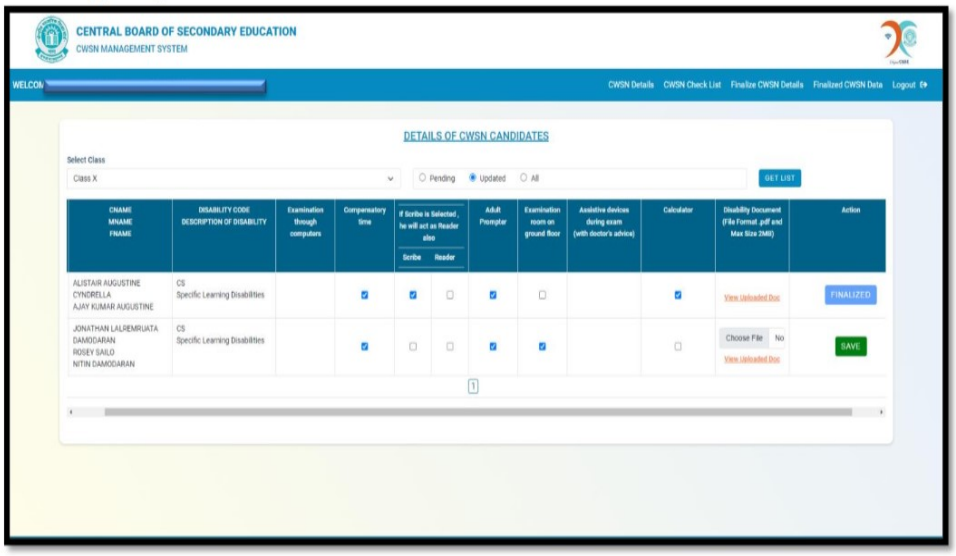
a. On selecting the option **All** and pressing **GET LIST** button, the screen will display the details of all the Candidates of School registered under CWSN category for Class(X/XII).



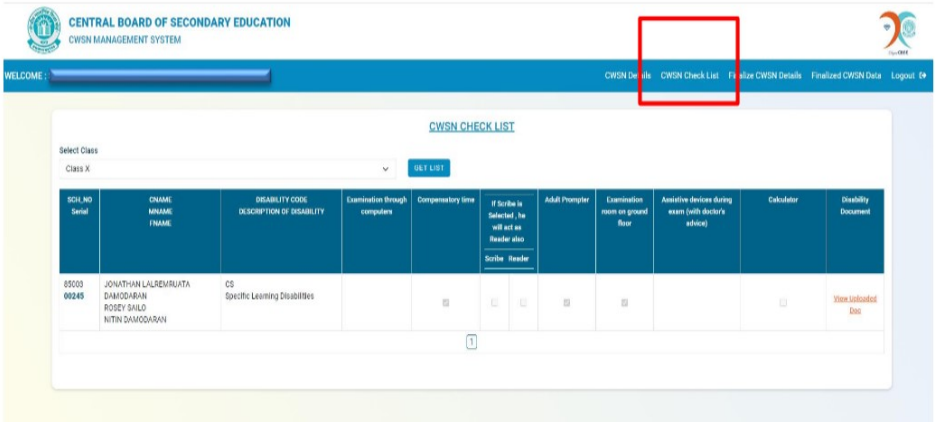
b. On selecting the option **Pending** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) but the facilities offered has not been yet opted for. This is only one time option and no updation/correction is allowed further, so you have to select the option very carefully. Now click on the checkbox available against the facility for respective CWSN category of the student and also upload the supporting disability document (in pdf format and Max Size 2 MB). After this, click on the save button. The data / facility opted has been saved for the candidate. The same process is to be repeated for all the candidates registered under CWSN categories.



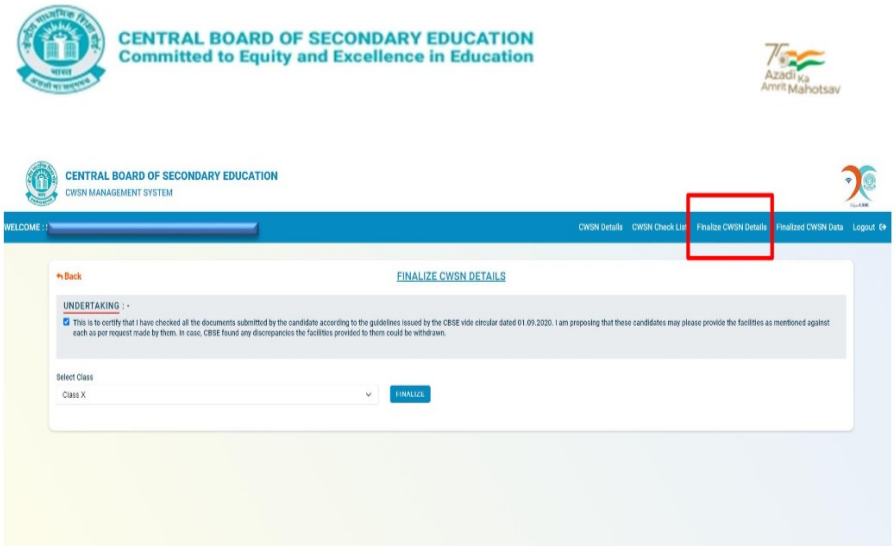
c. On selecting the option **Updated** and pressing **GET LIST** button, the screen will display the details of those Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities available have been chosen.



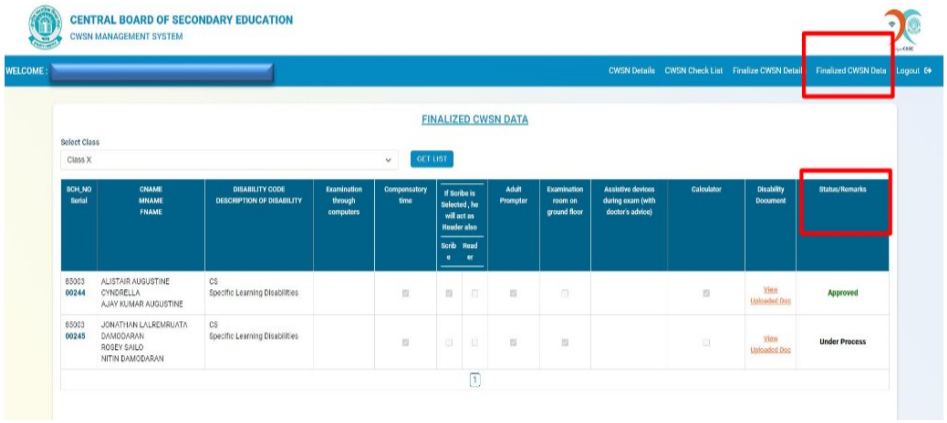
3. After step-2, School has to click on **CWSN Check List tab.** On Choosing the **Class (X/XII)** and pressing **GET LIST** button, the screen will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected**.**



4. After step-3, School has to click on **Finalize CWSN Details tab.** On clicking, the School needs to click on the **Undertaking**. After this, select the **Class (X/XII)** and press **FINALIZE** button**.** This will finalize the data.



5. After step-4, School has to click on **Finalized CWSN Data.** After clicking, the School needs to select the **Class (X/XII)** and press **GET LIST** button**.** This will display the details of the Candidates of the School who are registered under CWSN categories for Class(X/XII) and for whom the facilities offered have been selected and data have been finalized. It will display the finalized list and status of data in **Status/Remark** column. If the case is Approved / Rejected from Regional Officer, it will shows as Approved or Reject otherwise under process.



School needs to repeat the above steps till the process of selection of the facilities for all the registered CWSN candidates of the school have been completed.